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GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA, GUWAHATI-19.

No. PC/HE/Misc/36/2016/1

Dated Kahilipara the 20th June/2016.

From : Shri P. Jidung,
M.A., M.Phil, L.L.B., AES
Director of Higher Education, Assam
Kahilipara, Guwahati-19

To,
The Principals,
All Govt. and Provincialised Colleges.

Sub : Submission of informations.

Sir,

With reference to the subject cited above, I would like to request you to furnish a detailed report on the following points:-

- 1(i) Whether Bio-metric/Punching Machine is on operation for the attendance of teaching and non-teaching staff of your college.
 - (ii) If not, what steps have been taken from your end to introduce the system in your College.
 - (iii) If the Bio-metric /Punching Machines are not on operating mode at present then the respective Principals shall take necessary action for making the machine functional within a period of 15 days and submit a report to the undersigned communicating the status on the aforesaid matters.
2. All the Principals must ensure that Bio-metric/Punching machine will be operative from the 1st day of the current academic session after the summer vacation is over and the Principals shall submit a report regarding the attendance of staff of bio-metric attendance recorded on the 1st day of the new session to the undersigned and with an intimation to the Principal Secretary to the Govt. of Assam, Education Department by 6.00 p.m. of that day by E-mail only.

Matter may be treated as **Very Important**.

Yours faithfully,



Director of Higher Education, Assam,
Kahilipara, Guwahati-19.


Dated Kahilipara the 20th June/2016.

Memo No. PC/HE/Misc/36/2016/1-A

Copy to :-

1. The P.S. to the Hon'ble Minister, Education, Assam, Dispur, Guwahati-6 for kind Appraisal of the Hon'ble Minister.
2. The P.S. to the Principal Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6 for kind appraisal of the Principal Secretary.




Director of Higher Education, Assam,
Kahilipara, Guwahati-19.